

INSTRUCTIONS for filling out:

Veterinarian Shortage Situation Nomination Form

(NIFA 2009-0001, OMB 0524-0046)

The Veterinarian Shortage Situation Nomination Form for the VMLRP is now a fillable pdf form that MUST be submitted through the form. This process enables the information entered into the form to be transmitted to NIFA in a data format. The data format reduces the need for VMLRP staff to enter the data into different systems and allows for more rapid analysis of the types shortages submitted. Please note, you need to see the red boxes on the form for the fillable form to work correctly. Therefore download the form to your computer before filling out. It won't work if you try to fill out from a web browser.

This document will provide screen shots for [filling out the form](#), [submitting the form](#) and [saving the form](#).

FILLING OUT THE FORM

When you open the nomination form this is what you should initially see. All shaded areas are what you can type text into or select from a drop down box. All items with a RED outline are mandatory. Items with a BLACK outline are optional and items without an outline need one section or the other to be filled out. The Shortage ID is outlined in BLUE and is for VMLRP use ONLY.

VMLRP Shortage nomination form_fillable.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] 1 / 3 [Icons] 100% [Icons] Tools Sign Comment

Please fill out the following form. Highlight Existing Fields

NIFA NIFA Veterinary Medicine
Loan Repayment Program (VMLRP)

National Institute of Food and Agriculture
US Department of Agriculture
Form NIFA 2009-0001
OMB Control No. 0524-0046
Expiration Date: 11/30/2016

Shortage ID [Blue Box]
VMLRP USE ONLY

**Veterinarian Shortage Situation
Nomination Form**

To be submitted under the authority of the chief State or Insular Area Animal Health Official

Veterinary Medicine Loan Repayment Program (VMLRP)

This form must be used for Nomination of Veterinarian Shortage Situations to the Veterinary Medicine Loan Repayment Program (VMLRP), Authorized Under the National Veterinary Medical Service Act (NVMSA)

Note: Please submit one separate nomination form for each shortage situation. See the State Animal Health Official (SAHO) section of the VMLRP web site (www.nifa.usda.gov/vmlrp) for the number of nominations permitted for your state or insular area.

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage: [Red Box]
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area
(or Location of Position if Type III): [Red Box]
(e.g., Address or Cross Street, Town/City, and Zip Code)

Overall Priority of Shortage: [Red Box]

Type of Veterinary Practice Area/Discipline/Specialty (select one) : [Red Box]

The first 2 fields are for typing in the location and center of the location information. For the location of the Veterinary Shortage just list the counties (or equivalent) followed by the state and any additional location information. DO NOT add modifiers like “county” or “parish”. The center should be a city name, GPS coordinates or an address for employment for type III shortages. See a Type I or II and a Type III example below. Note when the cursor is in the shaded area that area turns white.

TYPE I or II

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

TYPE III

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

Next you will select the Priority and the shortage type

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

Type I: Private practice, Food animal medicine (awardee obligation: 80% FTE or 32hr/wk)
Type II: Private Practice - Rural Area, Food Animal Medicine (awardee obligation: at least 30% FTE or 12hr/week)
Type III: Public Practice (awardee obligation at least 49% FTE or 19 hr/week)

☐ Beef Cattle ☐ Beef Cattle

For Type I or II you will then select the MUST Serve and MAY SERVE animals by clicking the box next to the appropriate animal if not listed select other and write in. Refer to the online guidance document for an explanation of MUST or MAY serve.

Type of Veterinary Practice Area/Discipline/Specialty (select one):

For Type I or II Private Practice:

Must cover (check at least one)	May cover
<input checked="" type="checkbox"/> Beef Cattle	<input type="checkbox"/> Beef Cattle
<input type="checkbox"/> Dairy Cattle	<input checked="" type="checkbox"/> Dairy Cattle
<input type="checkbox"/> Swine	<input type="checkbox"/> Swine
<input checked="" type="checkbox"/> Poultry	<input type="checkbox"/> Poultry
<input checked="" type="checkbox"/> Small Ruminant	<input type="checkbox"/> Small Ruminant
<input type="checkbox"/> Other: <input type="text" value=""/>	<input type="checkbox"/> Other: <input type="text" value="camelids"/>

For Type III enter the employer, position and service discipline.

Type III: Public Practice (awardee obligation at least 49% FTE or 19 hr/week)

For Type I or II Private Practice:

Must cover (check at least one)	May cover
<input type="checkbox"/> Beef Cattle	<input type="checkbox"/> Beef Cattle
<input type="checkbox"/> Dairy Cattle	<input type="checkbox"/> Dairy Cattle
<input type="checkbox"/> Swine	<input type="checkbox"/> Swine
<input type="checkbox"/> Poultry	<input type="checkbox"/> Poultry
<input type="checkbox"/> Small Ruminant	<input type="checkbox"/> Small Ruminant
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

For Type III Public Practice:

Employer: University of Minnesota Position Title: Veterinary Diagnostician

Please select **one or more** specialty/disciplinary areas:

☐ Food Safety

☐ Public Health

☐ Epidemiology

☒ Other: Pathology

For any type you may enter a higher percent FTE than the minimum. An example here is for a type II requiring 50% vs. the minimum 30%.

(Optional) If the nominator wishes to specify a service time for this shortage situation that is higher than the minimum required for the shortage type checked above, please specify the percent time in the box below (based on a 40-hour work week). Leave the box blank if the service time for this shortage situation is for the minimum percent time of the shortage type indicated.

%

For the next 4 questions enter your response. NOTE once you hit the maximum character number you cannot continue to type in the box.

[illegible]

After answering the questions read and check the affirmation boxes, enter your contact information and then submit the form.

SUBMITTING THE FORM

Once the form is completed. Click on the SUBMIT FORM BUTTON

VMLRP Shortage nomination form_fillable.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icons]

3 / 3 [Icons] 125% [Icons] Tools Sign Comment

Please fill out the following form. Highlight Existing Fields

SAHO nominator must check both boxes below in order for NIFA to consider this nomination for official designation

☒ By checking this box, I affirm that this form represents a nomination and is subject to NIFA review and approval.

☒ By checking this box, I affirm that it is my professional opinion that this is a bona fide food supply or public health-related veterinary shortage situation. I affirm due diligence has been invested to identify this area as a shortage situation of at least moderate priority (severity).

Authorized State or Insular Area Animal Health Official or designee:

Name: Danielle Tack

Title: Program Coordinator

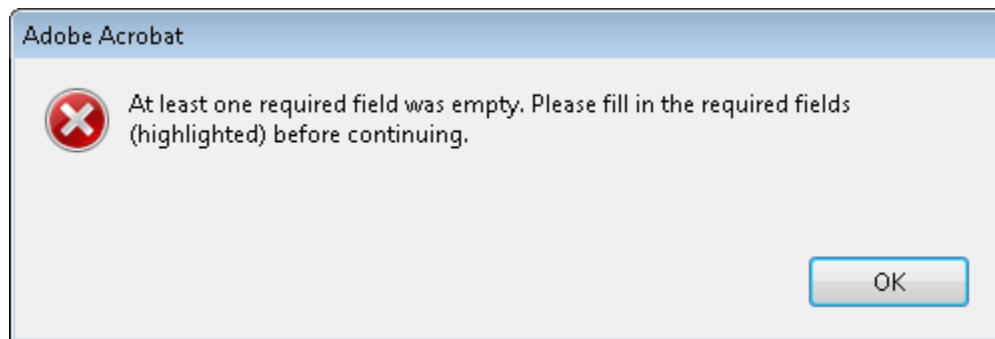
Organization: USDA-NIFA-IFPS

Email: danielle.tack@nifa.usda.gov

Telephone Number: 202-401-6802
(Area code required)

SUBMIT FORM

If you forgot a required field (outlined in RED). The following message will appear



When you click submit on a completed form the following window will appear

Send Email

How would you like to send this email?

☒ Default email application (Microsoft Outlook)

☐ Use Webmail

Select

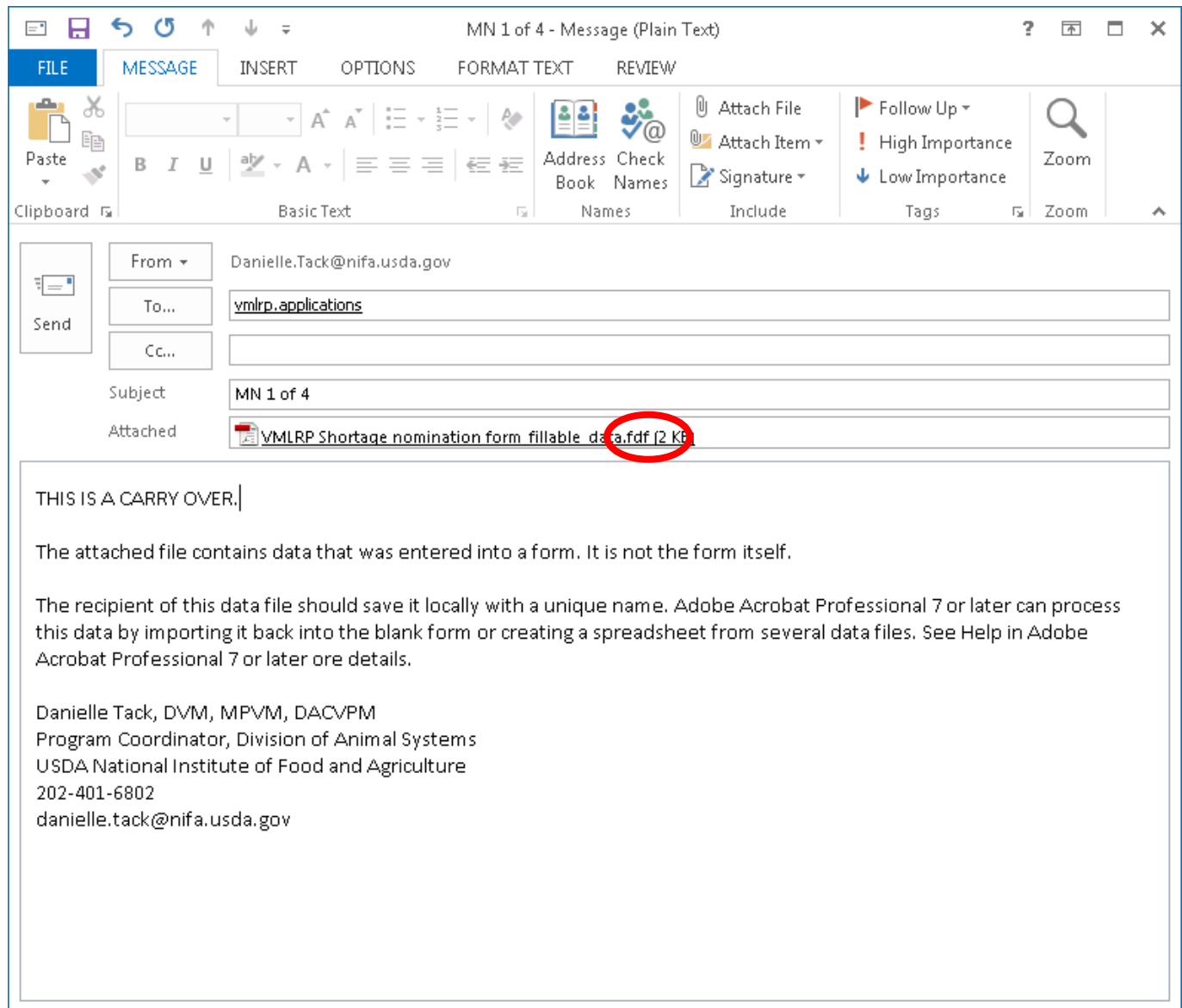
☐ Remember my choice

Continue Cancel

Choose the default, this should go to your work email platform. Then click continue.

If you need to use a webmail account please contact us vmrlp@nifa.usda.gov

An email will generate to complete the submission. Please change the subject line to read your state and number of submissions. Add any additional message in the body of the text such as if the submission is a carry over. Don't worry about the name of the attachment we will save the file appropriately on our end. However, if you save the pdf prior to hitting submit the file will reflect the name you gave the file. The FDF file is what we need do not send us a pdf. If you are having difficulties with submitting contact us at vmrlp@nifa.usda.gov



MN 1 of 4 - Message (Plain Text)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Paste Basic Text Names Include Tags Zoom

Send

From: Danielle.Tack@nifa.usda.gov

To: vmrlp.applications

Cc:

Subject: MN 1 of 4

Attached: VMLRP Shortage nomination form fillable data.fdf (2 Kb)

THIS IS A CARRY OVER.

The attached file contains data that was entered into a form. It is not the form itself.

The recipient of this data file should save it locally with a unique name. Adobe Acrobat Professional 7 or later can process this data by importing it back into the blank form or creating a spreadsheet from several data files. See Help in Adobe Acrobat Professional 7 or later ore details.

Danielle Tack, DVM, MPVM, DACVPM
Program Coordinator, Division of Animal Systems
USDA National Institute of Food and Agriculture
202-401-6802
danielle.tack@nifa.usda.gov

SAVING THE FORM AS A PDF

To save a copy of the form that you just submitted go to File - Save As..

The screenshot shows the Adobe Acrobat Pro interface. The 'File' menu is open, and the 'Save As...' option is highlighted. The form titled 'VMLRP Shortage nomination form_fillable.pdf' is visible in the background. The form contains a text area with the following text: 'ing this box, I affirm that it is my professional opinion that this is a bona fide food supply or public related veterinary shortage situation. I affirm due diligence has been invested to identify this area tage situation of at least moderate priority (severity).'. Below the text area, there is a section for 'Insular Area Animal Health Official or designee:' with the following information: 'e: Danielle Tack', 'e: Program Coordinator', 'n: USDA-NIFA-IFPS', 'n: danielle.tack@nifa.usda.gov', and 'il: 202-401-6802'. A 'SUBMIT FORM' button is located at the bottom of the form.

Name the file as you would prefer and select pdf for the file type and place in the folder on your computer as you choose.

The screenshot shows the 'Save As' dialog box in Windows. The file name is 'FY16_VMLRP_XY162' and the file type is 'Adobe PDF Files (*.pdf)'. The dialog box is open to the 'Documents library' and shows a list of files including 'Test' and 'XY161'. The 'Save' button is highlighted.

The form you have saved is still fillable, so if you did not finish a nomination you can save prior to submitting.

However, the file format needed by VMLRP is the FDF, so please do not attach the PDFs you saved to an email. We will ask that you go back and use the SUBMIT button.

You can use the same form you just completed for your next nomination by over typing the current form. This does increase your chance of error, so it may be better to save a blank form and begin all nominations from the blank form.